REUTILIZATION <u>CUSTOMER</u>
WANT LIST MATCH AGAINST CURRENT INVENTORY
GUIDE

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization <u>customers</u> who are using a .mil server and wish to submit an automated Want List against Due-In notices to the DRMO.

Use this guide to assist you when submitting your Want Lists – references in the guide are not clickable (Demo only).

We encourage all Reutilization customers to use the automatic Want List Match against the current inventory for all needed items whether for a few needed items or thousands. Benefits to using the Automated Want list application includes: workload reduction, schedule your want lists, receive notices via email daily of status of want list, and the option to submit MILSTRIPs (Order) for items found.

Once items are entered in DAISY (inventory), MILSTRIPS (orders) are honored on a first-come, first-ordered within a defined screening timeframe; therefore, there is no guarantee that another customer won't submit a MILSTRIP prior to your request. All customers must submit their orders under the current R/T/D screening cycle rules. In other words, a Federal or Donation Customer may only submit a request for an item once it enters FEDS. DoD customers must respect the guidance that applies to an item once it rolls into the GSA cycle and should go through GSA to request an item if other than a high priority request.

Customers may only submit Want Lists for items they are authorized to screen and requisition. Note: Only Accountable Supply Officer may provide MILSTRIP Requisition Numbers for items ordered.

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Step 1. Before you begin your want list, you will want to have your list of National Item Identification Numbers (NIIN), which are the last 9 characters of a National Stock Number ready. For those customers who normally work with their inventory in NSN form and possibly in Excel spreadsheets, the follow conversion will need to be done prior to input into the want list:

INSTRUCTIONS ON HOW TO CONVERT A LIST OF NSNs IN AN EXCEL SPREADSHEET TO A LIST OF NIINs-IN A "TEXT" FORMAT:
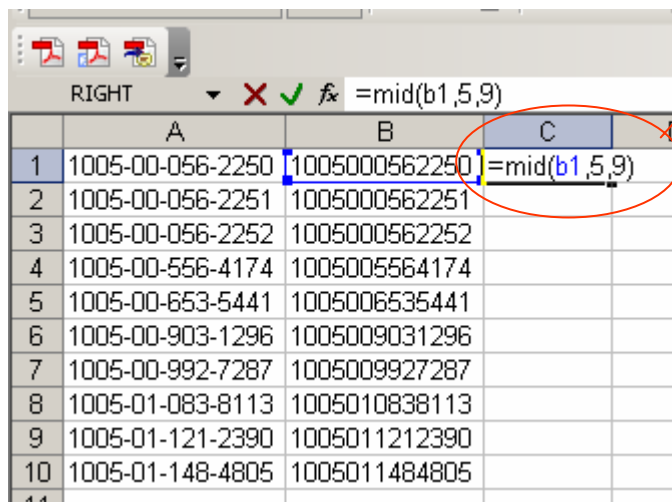
a. First start with a list of NSN's, There cannot be any spaces within your list. (no empty rows)
b. Go to the first available row in the next column, in this case row 1 of column B-type in the following formula: =MID(A1,1,4)&MID(A1,6,2)&MID(A1,9,3)&MID(A1,13,4)   hit ENTER
c. This will take the dashes out of the first NSN
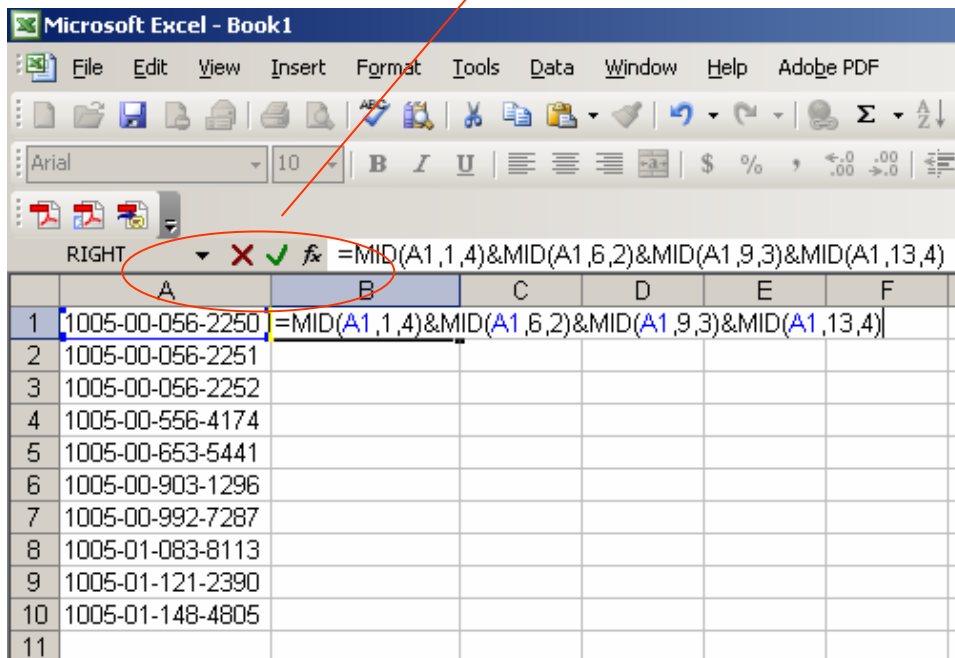
d.   Now you want to copy this formula to the remainder of the NSNs.
    First "Copy" the NSN you just created, then Hit Shift/Control/End/Paste-
    this will copy your formula, to the remainder of the NSNs
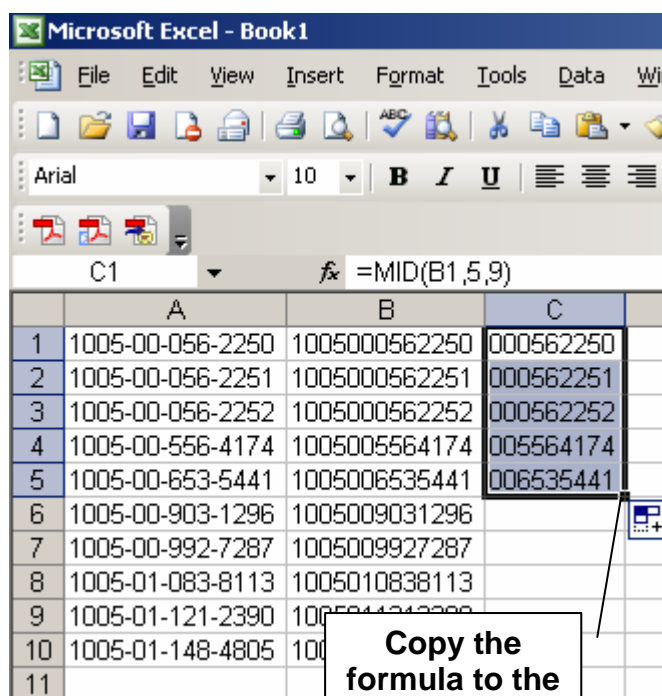

Copy and paste the formula
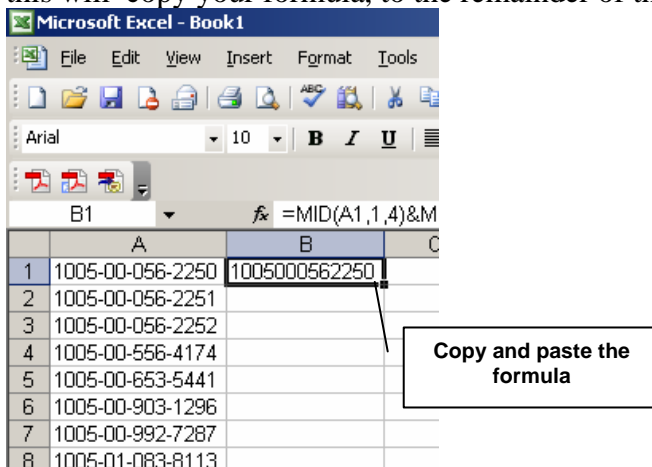
e. Now you must change the NSN's to NIIN's-Go to the next available row in the next column, in this case row 1 of column C – type in the following formula: =MID(B1,5,9)   hit ENTER


f. Now you want to copy this formula to the remainder of the NSNs.   First "Copy" the NSN you just created, then Hit Shift/Control/End/Paste-   this will copy your formula, to the remainder of the NSNs
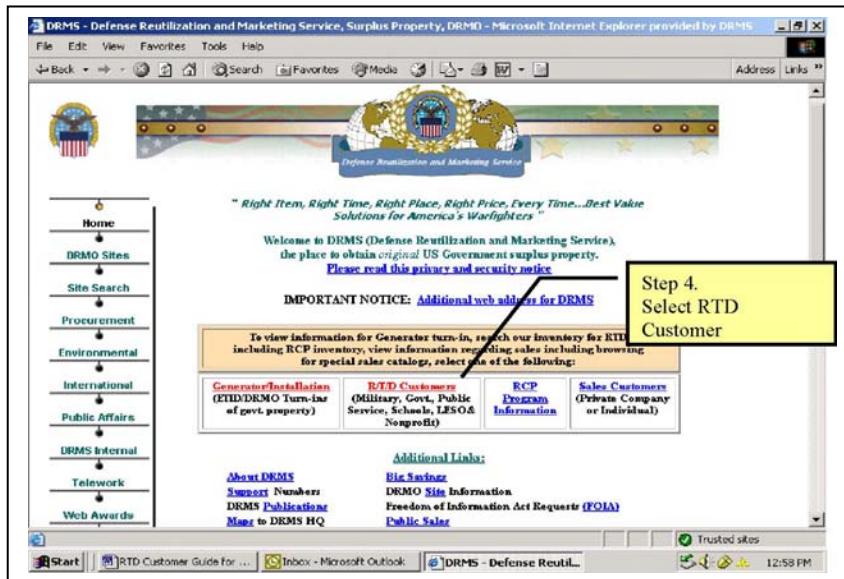
g. Now all you have to do is save it- Click   on   the   final   column   of   NIINs - Click   on   Edit,   then   Copy
    Open a Word Document - Click on Edit, then Paste -   Click on File, Save As (you must save in a "text" type
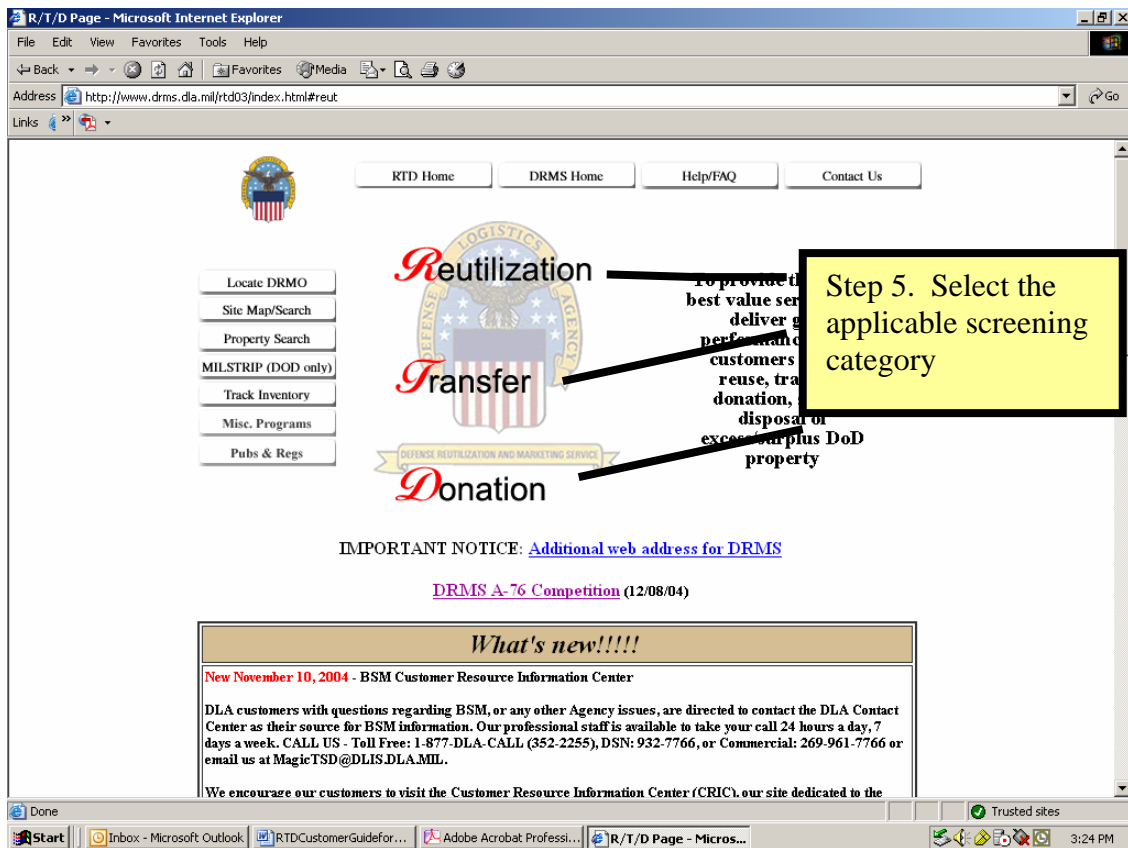   format)
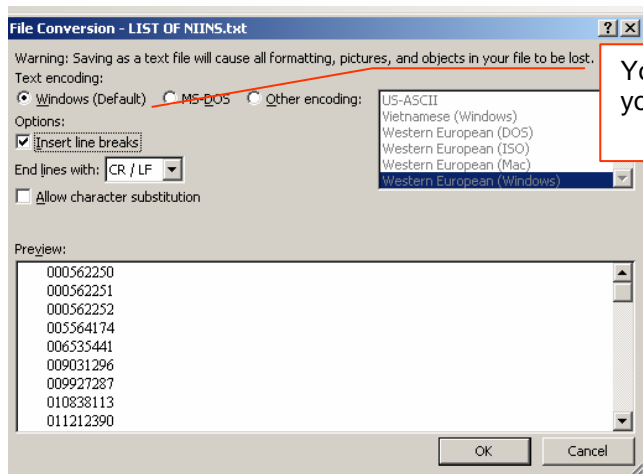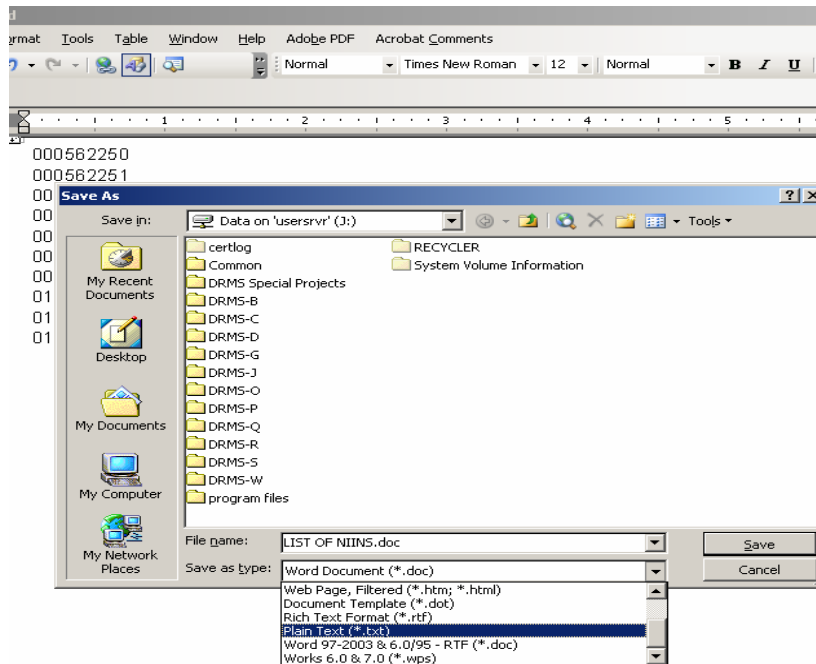
You will receive this warning, you MUST check insert line breaks
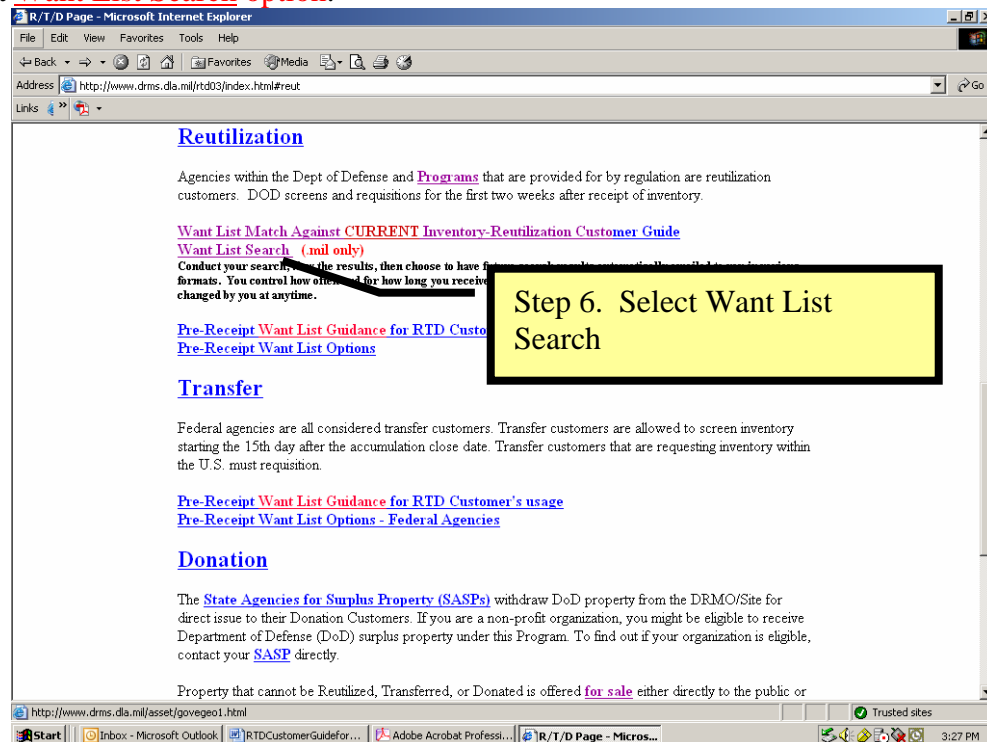
Step 2. Go to the DRMS Web Site: www.drms.dla.mil

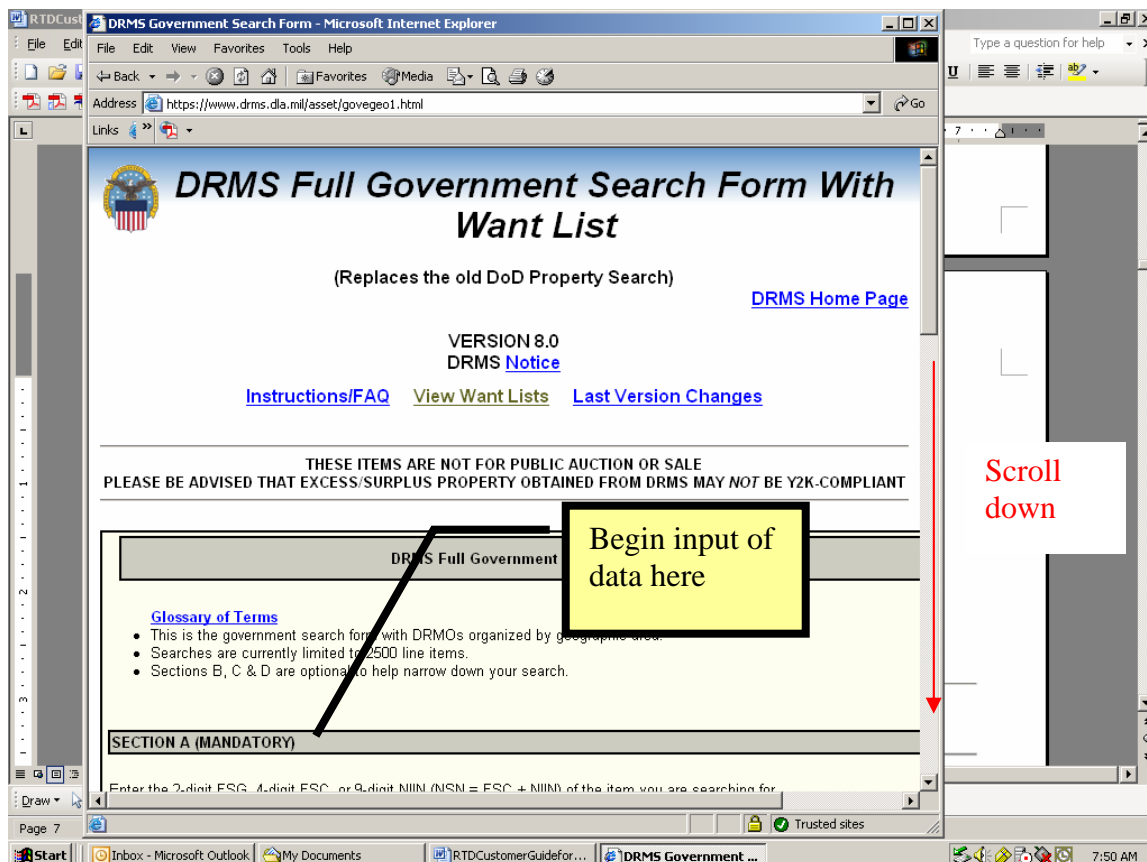Step 3. Select the applicable Screening Category: Reutilization, Transfer, or Donation.

Step 4. Select Want List Search option.

Step 5. Fill in the necessary data for your want list.

File   Edit   View   Favorites   Tools   Help

Back | Favorites   Media

Address   https://www.drms.dla.mil/asset/govegeo1.html   Go

Links

- Sections B, C & D are optional to help narrow down your search.

SECTION A (MANDATORY)

Enter the 2-digit FSG, 4-digit FSC, or 9-digit NIIN (NSN = FSC + NIIN) of the item you are searching for. This is an efficient method to search DRMS property.

(Required) DoDAAC: Find your DoDAAC   Check Milstrip Eligibility

Up to 8 Federal Supply Classes (FSC):
(2 or 4 digits separated by a space)   Find FSCs by Keyword

NIIN:

NIIN File Upload (.txt files only):   Browse...

Product Name: (examples: chair, chair wood)
○ Smart Word Search   ○ Includes   ○ Equals   ○ Starts With

DTID Number:
Enter all or part of the Disposal Turn-In Document Number

RTD Screening Cycle: ☑ ALL ☐ DoD ☐ GSA ☐ Donation ☐ RTD2 ☐ FEPP
(Selection of 'ALL' will query items in all of these RTD cycles)
Note: DoD Milstrip requests can only be made against items in the two DoD and FEPP cycles unless the Priority is 1-3.

Sort By: ○ Cycle Date ○ Cycle ● FSC ○ NIIN ○ DRMO ○ Photo ○ Product Name ○ DTID

Submit Search   Clear Form

> You may run a query for a single Federal Supply Group or Class, National Stock Number or Product Name.

> If you have a large quantity of NIINS, and you created a list in Step 1 and 2, Hit the "Browse" button to upload.

> You may also choose how you want your results sorted.

Start | Inbox - Microsoft Outlook | My Documents | RTDCustomerGuidefor... | DRMS Government ...

SECTION C (OPTIONAL)

Currently DoD/DRMS has items in various conditions. You must call the sites who have the item to verify the condition.

Supply condition code: ☑ A, ☑ B, ☑ C, ☑ D, ☑ E, ☑ F, ☑ G, ☑ H

Disposal condition code: ○ 1, ○ 1-4, ● Any

SECTION D (OPTIONAL)

The search can be conducted by the location of the property. Sites are listed by geographic area.
Please select DRMS site(s) for search or NO selection for all. To select a site, highlight the name within the list. To select more than o select a site then hold down the CTRL key and select another site. Selecting a geographic area will search all the sites within that geo area.

Hold down the CTRL key to select multiple items from the list.

```
NORTHEAST USA
  ALL IN NORTHEAST USA
  DRUM NY
  GROTON CT
  LAKEHURST NJ
  LETTERKENNY PA
  MEADE MD
  MECHANICSBURG PA
  NORFOLK VA
  PORTSMOUTH NH
  RICHMOND VA
  RIPL ABERDEEN
  RIPL DOVER
  RIPL MCGUIRE
  RIPL PATUXENT RIVER
```

Submit Search   Clear Form

> You may further define your search criteria by condition code and location of the DRMOs

> After you have uploaded your file and defined your query options, Select: "Submit Search"

Done   Trusted sites

Start | Inbox - Microsoft Outlook | My Documents | RTDCustomerGuidefor... | DRMS Government ...   9:00 AM

Step 6. Within a minute, you should get the results of your query.

> Click on "Schedule" to determine how often you want to run your Want List…

> …or click on Milstrip if you wish to order the items listed below. (See step 11)

> Anything hi-lited in Blue is clickable and will provide additional information about the Generating Activity, the DRMO, the item by clicking on specific DTID condition code, etc….

Screenshot content:

Want List

Schedule this search which will notify you when property enters the DRMS/D

Milstrip

Milstrip the property listed below.

More Info Legend: **N** = NSN Data, **+** = DRMO Added Info, **P** = Photo, **0** = Other

RTD Screening Cycle: ALL
Sort By: FSC
NIIN : 009350422
Supply Condition Code between A and H.
Disposal Condition Code between 1 and 9.

Page: 1

MORE INFO	CYCLE	DAYS LEFT	SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	TURN-IN DOCUMENT	I L	A Z	MSDS NO	QTY AVAIL	A P
N	GSA	16	JACKSON	COT,FOLDING	7105009350422	W37QSB51310001	A			25	
N	DOD	2	MEADE	COT,FOLDING	7105009350422	M1440051370I79	A			3	
N	DOD	9	POLK	COT,FOLDING	7105009350422	W811MM51435001	A			20	
N	DOD	2	COLUMBUS	COT,FOLDING	7105009350422	W91P6F50880010	A			1	
N	FEPP	37	PUSAN KOREA	COT,FOLDING	7105009350422	W91B6951102000	A			480	
N	FEPP	37	PUSAN KOREA	COT,FOLDING	7105009350422	W81W1R431502AA	A			8	
N	GSA	16	CAMPBELL	COT,FOLDING	7105009350422	W90L8K51290001	A			34	
N	DOD	2	CAMPB								
N	DOD	2	HOOD								
N	GSA	2	GROTO								
N	GSA	2	SPART								
N	GSA	9	TEXAR								
N	GSA	9	RIDL								

Step 7. To schedule your Want List automatic run, you must provide specific information.

> This is the email address of the person in your agency who will get notification of the Want List Queries/Matches

Screenshot content:

Want List Form

DRMS Home Page

Instructions/FAQ   Search   View Want Lists   Last Version Chan

Use this form to enter your information.

Want List Wizard

Step 1 - Enter your Email Address
Step 2 - Enter your contact information
Step 3 - Select file type and how often you would like to receive your Want List results
Step 4 - Click "View Want Lists" then choose the Want List you would like to have activated by clicking "Activate Want List"
Step 5 - Enter the confirmation code that was emailed to you

In order to maintain your Want List, the following information is required.

DoDAAC   SC4400

(Required) Email Address *   [   ]

* The email address entered will be sent the results of the scheduled Want List query.

[Next]

For RTD Program information/comments, contact: (via e-mail) **DLA Customer Contact Center**, or phone (Comm.) 1-877-352-2255

For Application/Technical Support, contact (via e-mail) **DRMS Helpdesk** or phone (Comm.) 269-961-4999; (DSN) 932-4999

Step 8. You must now provide additional information about the POC and telephone number. The address will automatically appear if your DoDAAC is valid. (DoDAAC feed is from DAAS).

This additional information indicates you are interested in an item and will be used by DRMO personnel. The DRMO personnel will know whom to contact.

Remember, when you built your NIINs in a Word Document Text Only File and we recommend you breakout large lists into several files? It simply makes it easier if you wish to have several employees managed specific items. You may also schedule the same Want List for several of your personnel. If you wish to do this, you must click on the SCHEDULE button and go through the schedule information process for each person.

You will get notification of your Want List Schedule successfully submitted. However, you must "activate" your Want List.   You can do this one of two ways:

Step 9. You will get an email within minutes of scheduling your query, which will provide a Confirmation, which is needed to activate your Want List.

Click on this Link to Activate Want List automatically,
or…….

At the bottom of the page click on the "View Want List" button

**You will be instructed to enter your email address and password, (first time users will have to create a password at this time) and it will then bring you to :

Click on "Activate Want List", you will need the confirmation number sent to you in the email.

Enter your confirmation #
Note: By using the Copy/Paste option you reduce the chance of typing errors

Current Want List Queries - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   → | Favorites   Media

Address   https://www.drms.dla.mil/wantlist/wantview/ActivateServlet

Links

Your Currently Scheduled Want List Queries

DRMS Home Page

Instructions/FAQ   Full Government Sea

Want List is now active.

Actions	Want List Number	Want List Type	Date Submitted	Expiration Date		Sup Cond Co
• Perform Search • Edit • Edit Locations • Delete • Extend • Upload Niins	60868	Full Government Inventory	02-JUN-2005	09-JUN-2005	ified	A B C D
• Perform Search • Edit • Edit Locations • Delete • Extend • Upload Niins	60862	Full Government Inventory	02-JUN-2005	07-JUL-2005	ified	A B C D

Done   rusted sites

Start | Inbox - Microsoft ... | My Documents | RTDCustomerGuid... | Product Sea   11:49 AM

Once your Want List is Activated, you may:
- Perform Search
  - Search + Milstrip
- Edit
  - Most common will apply to Condition Code, Sort by option, Format, and how often you want the query to run
- Edit Locations
  - To change the DRMO in which you want searched
- Delete
  - This will permanently remove your Want List
- Extend
  - Automatically extends in the increments in which the Want List was originally scheduled
- Upload NIINs
  - Upload additional NIIN (s)

Step 10. After you have scheduled your Want List, you should start receiving emails at the rate you selected (Daily, weekly, monthly).

Want list with results email will look as follows:

Product Search For Government RT&D

              DRMS Search Results
   Property for Reutilization, Transfer, and Donation

 Assets identified as result of a customer search may not be available.
 Availability status should be confirmed with the DRMO prior to
 processing a requisition.

****
NOTICE: IF YOU DO NOT WISH TO RECEIVE THIS E-MAIL, USE AN INTERNET BROWSER TO ACCESS THE FOLLOWING URL "https://www.drms.dla.mil/wantlist/wantview/LoginUserServlet".
FOLLOW DIRECTIONS TO MAKE QUERIES INACTIVE THAT CAUSED THE E-MAIL TO BE SENT.

****
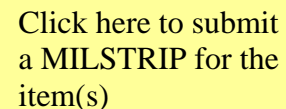For best viewing of text, use a fixed font(i.e. Courier) to format reports.
****

Parameters for Want List 60822:
- NIIN is 009350422
- Cycle = DOD, FEPP, RTD2, PRE, GSA, DONATION, EXP DONATION, EXP DOD FCA
- Any disposal condition.
- Supply condition code = A, B, C, D, E, F, G, H
- Order by NSN

Click below to Milstrip the property in this email message.
https://www.drms.dla.mil/wantlist/MilstripServlet?confcode=36ln16m1&last_run_date=

> Click here to submit a MILSTRIP for the item(s)

RTD questions, concerns, etc., may be referred to DRMS Customer Service at 1-877-352-2255 or DSN 661-7766 or by E-mail to rtd@mail.drms.dla.mil

If you would like to order (requisition) any of the assets identified above through your supply activity, you need to take action with the appropriate personnel at your activity.

If you are operating from a military (.mil) network and have requisitioning authorization from your Accountable Supply Officer, you may use the https://www.drms.dla.mil/asset/milstrip/milstripsearch.html for MILSTRIP Search and Requistion Form or the old https://www.drms.dla.mil/asset/milstrip/milstrip.html for MILSTRIP Requisition Form.

Please see http://www.drms.dla.mil/rtd03/help.htm for a Glossary of Terms.
Please see http://www.drms.dla.mil/rtd03/dodpropsearch.htm for the Government Search Page.
Please see http://www.drms.dla.mil for the DRMS Home Page.
For tech support please email helpdesk@mail.drms.dla.mil

By clicking on the attachment (Excel spreadsheet) in your email, you will be able to review the items that match your Want List.

Step 10a. Here is an example of a match to your scheduled Want List, which you submitted the previous day.

Go back to your email to select other options such as MILSTRIP (order) the item if you wish.

Step 11. To MILSTRIP the item, which came back on your scheduled automated Want List search results. Fill in the appropriate MILSTRIP information below, then press the Submit Requisition button. For Instructions and Field Explanations, see: **MILSTRIP Key**

Use of this Form Without Such Authorization is *PROHIBITED!!*

(M = Mandatory)

(NOTICE: The Requester information will be used if DRMS HQ personnel have questions about the requisition and for DRMO personnel to use when a POC is required for shipping. Please use your actual case-sensitive email address)

Requisitioners completing this form must have authorization from the <u>Accountable Supply Officer (ASO)</u>.

Doc Ident: ◉ A0A ○ A01 ○ A0D	Rout Ident: S9D
M&S: S	DoDAAC: SC4400
Date: ___ (M)	Supplementary Address: ___
Demand Code: ___	Fund Code: ___
Signal Code: ___ (M)	Project Code: ___
Distribution Code: ___	Req. Del. Date: ___
Priority: 15 (M)	Advice Code: ___
Requester Name: Casandra (M)	Requester Email: Casandra.Madden@dla.mil (M)
Requester Phone: 269-961-7657 (M)	

Document Number of Requisitioner = DoDAAC + Date + Serial No.

Requisitioners completing this form must have authorization from the <u>Accountable Supply Officer (ASO)</u>. You may forward your request via email to your ASO for review and approval.

ASO Email Address: _____

[Submit Requisition] [Clear Form]

The Site Name link will take you to a page providing access to current DRMO Address and POC information. If the Product Name is highlighted, FlisPlus information and/or a Photo is available for the item. If the NSN is highlighted, Flis information is available for the item. Selecting a DTID will execute a Milstrip requisition history query for the DTID.

| 0 | | DOD | 17 | RIPL YUMA | COT,FOLDING | 7105009350422 | M003714134J001 | A | 13 | 13 | $53.16 | EA - | HX |

Submit

DRMS Home Page
Email: tech_support@drms.dla.mil

Fill in Qty wanted (make sure you view Qty available & condition code to the right first.
Fill in Serial #, if you are authorized to do so, if not, leave Serial # box blank and email to ASO. See above.

NOTE: In Step 6, you were given a choice to Schedule your Want List or submit a MILSTRIP request for items matching your query. When choosing MILSTRIP from Step 8, you will get a slightly different looking MILSTRIP form that in Step 11. Remember, you must have the Accountable Supply Officer's approval.